

حمل الآن

مجاناً وحصرياً

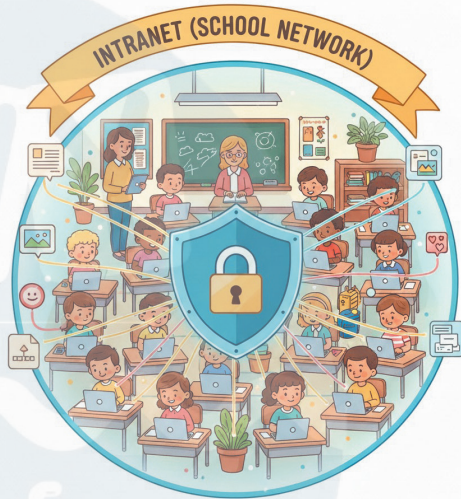
المراجعة رقم (1)

اختبار شهر نوفمبر



Lesson 6

- » **Intranet:** It is used to share information in a closed network, and it's more secure, such as: school or home network.
- » **Internet:** It is used to share information over the web in an open network, so it's less secure.
- » **Note:** Don't share personal information such as your full name, home address, or phone number on the Internet.
- ① **Sorting information in Excel:**
 - Go to the toolbar and click on "Data", then click on "Sort".
- ② **Setting formulas in cells:**
 - Type (=) in this cell. This tells Excel you are creating a formula.
 - You can set formula to add (+), subtract (-), multiply (x), or divide (/).
- » In Excel, a cell is named using a combination of a letter and a number.
- » The letters are at the top of the columns and the numbers are on the left side of the rows.



Lesson 1

- » You should share less personal information online.
- » **Personal information:** It includes your name, address, date of birth, and passwords.
- ① Use strong passwords that are different and contain letters, numbers, and special signs.
- ② Use antivirus software on all of your devices.
- ③ Update your devices regularly.



» You should **protect your files** from **viruses**, **software problems**, **human errors**.

» **How to back up your data?**

① Some apps and software programs back up data **automatically**.

② You can manually use a **data-storage device**, such as:

- A flash memory
- An external hard drive

» The hard disk has **more space** than the flash memory.

Lesson 2

» **Phishing:** It is sending a message via **email** or **social media applications** that looks real but isn't.

» **Smishing:** It is the same as **phishing**, but it is a **text message** instead of an email.

» **How to identify phishing messages?**

① They include **misspelled words** and **grammar errors**.

② They request too much **personal data**.

» **Password manager:**

① It creates **strong** and **unique** passwords for each of your accounts.

② It also tells you if the passwords you already have are too weak or if you've reused them.

③ It can even tell you if one of your passwords has been stolen online.

» **Multi-Factor Authentication (MFA):**

• **MFA** is used to **strengthen** your passwords.

• You provide at least **two ways** of identifying yourself.



1 Choose the correct answer:

- 1 The is used to share in a closed network and is more secure.
a. camera b. intranet c. Word d. photo
- 2 The letters A, B, and C in Excel program refer to
a. row titles b. column headings
c. cell titles d. the keyboard
- 3 You can protect your files from viruses or loss by creating
a. device shutdown b. backups c. personal data d. none of them
- 4 We use the program to create a simple formula and graph.
a. PowerPoint b. Excel c. Windows d. Paint
- 5 Passwords must be for each website you register on.
a. similar b. weak c. easy d. different
- 6 Phishing is
a. sending a text message
b. sending a message via email or social media
c. making fake phone calls
d. spying on calls
- 7 helps to do mathematical equations.
a. Paint program b. A viruses program
c. Excel program d. An operating system software
- 8 The is a network used to share information, and is less secure.
a. email b. Internet c. intranet d. network
- 9 When arranging information alphabetically in Excel, go to the
a. copy b. toolbar c. layout d. cells
- 10 To keep your data safe, use programs on all your devices.
a. social media b. antivirus c. browser d. MS Excel

- 11 A/An is the main storage location inside the computer.
 a. flash memory b. HDD c. QR Code d. router
- 12 To multiply the values in cell A8 and cell B8, the correct formula is
 a. =A4+B4 b. =A8*B8 c. =A4/B4 d. =A8-B8+C4
- 13 Cell A9 in Excel refers to
 a. column A and row 9 b. column A
 c. the ninth row d. row A and column 9
- 14 Multi-Factor Authentication (MFA) is
 a. using one way of identifying yourself
 b. using at least two ways of identifying yourself
 c. never identifying yourself d. providing weak passwords
- 15 The flash memory usually has space than the hard disk.
 a. more b. less c. the same d. none of them
- 16 your devices regularly keeps your data safe.
 a. Uploading b. Updating c. Deleting d. Restarting
- 17 To arrange information alphabetically in Excel, go to the toolbar, and click on "Data", then click on ".....".
 a. Layout b. Format c. Sort d. Save
- 18 To sum the values inside columns A, B, C in row 3, the correct formula is
 a. =A1+B2+C3 b. =A1+B2 c. =A3+B3+C3 d. =A1+A2+A3
- 19 means making another copy of your work to keep it safe.
 a. Copyright b. Backup c. Saving d. Flash memory
- 20 tells you if one of your passwords has been stolen online.
 a. A password manager b. MFA
 c. PIN d. A scam
- 21 All of the following ways can secure your personal information, except
 a. limiting the personal information you share on the Internet
 b. using strong passwords that contain letters, numbers, and symbols
 c. using antivirus software
 d. sharing your name and address with all websites that ask for them

22 You must use passwords for the websites that you use.
 a. short b. different c. expected d. similar

23 Smishing is the same thing as phishing, but it is sent by
 a. an email b. a text message
 c. Facebook d. none of them

24 Passwords are reinforced and strengthened through
 a. phishing b. multi-factor authentication
 c. deleting programs d. creating an account

25 A password manager checks if the passwords are
 a. weak b. stolen c. reused d. all of them

2 Put (✓) or (X):

- 1 The antivirus software is not important to be installed on your computer. ()
- 2 You can arrange numbers alphabetically only in Excel. ()
- 3 The Internet is a safe place to share personal information. ()
- 4 The more you share your personal information, the higher your digital security. ()
- 5 Phishing is sending a message via email. ()
- 6 One of the ways to secure your personal identifiable information is to limit the personal information you share on the Internet. ()
- 7 Multi-Factor Authentication is providing one way to identify yourself. ()
- 8 The rows in Excel are labeled with letters. ()
- 9 A password manager software creates weak passwords. ()
- 10 Sharing information via the intranet is more secure. ()
- 11 A backup must be created for important data to prevent data loss on your device. ()
- 12 It's preferable to register on websites that ask for too much personal information. ()

- 13 The cell f7 is located in column (7) and row (F). ()
- 14 There is only one way to back up your data, which is by using a flash memory. ()
- 15 A cell in column C and the second row is called 2C. ()
- 16 Strong passwords must be less than 8 characters and include letters, numbers, and special symbols. ()
- 17 Phishing is one of the ways by which hackers get your passwords. ()
- 18 To create a formula in Excel, we use the "+" sign. ()
- 19 The antivirus can tell you if one of your passwords has been stolen online. ()
- 20 Updates often close weaknesses that hackers may use. ()
- 21 Using a flash memory and an external HDD is considered a more secure way to save your files and create backups. ()
- 22 Phishing messages are free from grammar errors. ()
- 23 In Excel, the cell is named using a combination of a letter and a number. ()
- 24 One of the types of multi-factor authentication is when you log into your accounts from another device. ()
- 25 Even if hackers steal your password, they can access your account without the code. ()



Answers

1	1 b	2 b	3 b	4 b	2	1 x	2 x	3 x	4 x
5 d	6 b	7 c	8 b	5 ✓	6 ✓	7 x	8 x		
9 b	10 b	11 b	12 b	9 x	10 ✓	11 ✓	12 x		
13 a	14 b	15 b	16 b	13 x	14 x	15 x	16 x		
17 c	18 c	19 b	20 a	17 ✓	18 x	19 x	20 ✓		
21 d	22 b	23 b	24 b	21 ✓	22 x	23 ✓	24 ✓		
25 d				25 x					

الأستاذ

سلسلة كتب الأستاذ

Exercises

on Lesson 6

1 Choose the correct answer:

- 1 The Internet is a/an network. (أشعرون 2025) (الإسكندرية - المنزه ثان 2025)
a. open b. closed c. private d. all of them
- 2 is a private network that connects people at work or home only. (الجيزة - العمرانية 2024)
a. Global Network b. EKB c. WWW d. Intranet
- 3 The is used to share in a closed network and is more secure. (القاهرة - عين شمس 2025)
a. camera b. intranet c. word d. photo
- 4 is a network used to share information, and is less secure.
a. Email b. Internet c. Intranet d. Network
(القاهرة - مصر القديمة 2024) (الغربية - طنطا 2024) (دمياط الجديدة 2024) (المنوفية - السادات 2023)
- 5 Sharing information via the Internet is considered than the intranet. (أسيوط 2025) (الجيزة - العمرانية 2025)
a. unreliable b. less secure c. more secure d. none of them
- 6 We use program to create a simple formula and graph.
a. PowerPoint b. Excel c. Windows d. Paint
(أبناؤنا في الخارج 2025)
- 7 To create a simple formula in Excel you must start with
a. \$ b. @ c. = d. &
(الدقهلية 2025) (الإسماعيلية 2025) (البحيرة 2025)
- 8 When arranging information alphabetically in Excel, go to the
a. copying b. toolbar c. layout d. cells
(الشرقية - شرق الزقازيق 2024) (الإسكندرية - المنزه أول 2023)
- 9 To multiply the values in cells A5, B5, we use the formula
a. = A5 + B5 b. = A4 + B5 c. = A5 * B5 d. = A5 - B5
(الدقهلية 2025)

- 2 Put (✓) or (X):

46. ICT Prim. 5 – First Term

- 5 Information cannot be arranged alphabetically in Excel. (الإسكندرية - المنزه أول 2025) (الجيزة - العمرانية 2025) ()
- 6 To create a formula in Excel, we use the "#" sign. (الإسكندرية - وسط 2025) ()
- 7 The left side of the rows in Excel are numbers. (الإسكندرية - وسط 2025) ()
- 8 In excel program, cell A5 is the intersection of column 5 and row A. (شبين الكوم 2025) ()
- 9 Columns in Excel are labeled with numbers. (البحيرة - دمنهور 2024) ()
- 10 The cell in Excel can contain only numbers. (القاهرة - النزهة 2023) ()
- 11 We can arrange the information alphabetically in Excel using the Sort property. ()

3 Complete the missing parts using the words between the brackets:

(+ - subtraction - = - letters - numbers - Sort)

- 1 The information can be arranged alphabetically by the property.
- 2 Formulas in Excel must begin with the sign. (الدقهلية 2025)
- 3 The perform addition in Excel, use the sign. (الإسكندرية - وسط 2025)
- 4 The rows are labeled with, while the columns are labeled with

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The Internet	a. can help in arranging the information alphabetically.
2 The intranet	b. is used to subtract two or more cells in Excel.
3 Sort	c. is used to share information in an open network.
4 +	d. is used to start any formula using Excel.
5 -	e. is used to share information in a closed network.
6 =	f. is used to add two or more cells in Excel.

- 1 2 3
4 5 6



Exercises on Lesson

1

1 Choose the correct answer:

- 1 Your name, address, date of birth, and password are called
a. personal identification information
b. backups
c. computer hackers
d. email
(أبناؤنا في الخارج 2024)
- 2 A/An is the computer accessory used for saving files in a secure way.
a. external HDD b. keyboard c. mouse d. screen
- 3 is considered a strong password.
a. Ahmed123 b. ictbook895
c. abcd895 d. Ac#78#sd
(الفيوم - شرق 2024)
- 4 You can protect your files from viruses or loss by creating
a. device shutdown b. backups
c. personal data d. none of them
(أشمون 2025) (الجيزة - الهرم 2024) (الإسكندرية - وسط 2023)
- 5 A flash memory is used for
a. printing files b. making a backup of files
c. imaging files d. deleting files
- 6 Passwords must be for each website you register on.
a. similar b. weak c. easy d. different
(القليوبية 2024) (الفيوم - شرق 2023)
- 7 Backup copies of files are created on
a. a flash memory b. an external hard disk
c. both a and b d. none of them
(المنوفية - السادات 2023) (القاهرة - المستقبل 2024)
- 8 To keep your data safe, use programs on all your devices.
a. social media b. antivirus c. browser d. MS Excel
(القليوبية 2024) (بندر دمنهور 2024)
- 9 The hard disk usually has space (than/as) the flash memory.
a. more b. less c. the same d. none of them

- 10 All of the following methods enable you to keep your personal information safe, except (شبين الكوم 2025)
- limiting the personal information you share online
 - using a weak password
 - using antivirus software on all of your devices
 - updating your devices regularly
- 11 your devices regularly keeps your data safe. (الدقهلية - بلقاس 2024)
- Uploading
 - Updating
 - Deleting
 - Restarting
- 12 Your personal information is protected by (القاهرة - الشروق 2025)
- an external hard drive
 - a strong password
 - a router
 - a flash memory
- 13 means making another copy of your work to keep it safe.
- Copyright
 - Backup
 - Save
 - PII
- (الإسكندرية - العجمي 2025) (القاهرة - مصر القديمة 2024)
- 14 Sharing less personal information online is
- safer
 - risky
 - useless
 - none of them
- 15 Using passwords help protect your accounts.
- strong
 - different
 - weak
 - both a and b
- 16 The flash memory is used for
- printing files
 - making a backup of files
 - imaging files
 - deleting files (الإسكندرية - المنتزه أول 2025)

2 Put (✓) or (X):

- You should limit the personal information you share online. ()
(الإسكندرية - شرق 2024) (الشرقية - شرق الزقازيق 2024) (الجيزة - الشيخ زايد 2023)
- The antivirus software must be installed on your computer. ()
(الإسكندرية - المنتزه ثان 2024) (السويس 2024) (المنوفية - السادات 2023)
- An external hard disk is always smaller in space than a flash memory. ()
(الإسكندرية - المنتزه ثان 2025)
-  A backup must be created for important data to prevent data loss on your device. ()
- Strong passwords contain letters, numbers, and special signs. ()
(الإسكندرية - وسط 2025)

- 6  The flash memory can be used to create a backup of your files and save them. (شرق مدينة نصر 2025) ()
- 7  An external HDD is used to create a backup of your files and save them. ()
- 8  Using a flash memory and an external HDD is considered a more secure way to save your files and create backups. ()
- 9 There is only one way to backup data using a flash memory. (الإسكندرية - شرق 2024) ()
- 10 Use antivirus software on all your devices and update your devices regularly to protect your files. (القليوبية 2024) ()
- 11 An external hard drive is used to store large files. (الإسكندرية - وسط 2023) ()
- 12 One of the ways to be safe is to limit the personal information you share online. (الدقهلية 2025) ()
- 13 You must back up important files to prevent the possibility of losing them on your device. (القاهرة - المستقبل 2025) ()

3 Complete the missing parts using the words between the brackets:

(flash memory – virus – password – personal information – external hard disk)

- 1 Hackers can send a to all the email addresses in your email. (أشمون 2025)
- 2 Your includes your name, address, date of birth, and passwords.
- 3 A should include letters, numbers, and special signs.
- 4 The has less space than the, but they are used for the same purpose.



Exercises on Lesson 2

1 Choose the correct answer:

- 1 One of the ways that computer hackers use to obtain passwords is called
a. digital footprint b. phishing
c. creating an account d. protection (أبناؤنا في الخارج 2024)
- 2 is sending a message via email that looks real but isn't.
a. Tagging b. Phishing c. Blocking d. Banning
(الإسكندرية - العجمي 2025)
- 3 Smishing is the same thing as phishing, but it is sent by
a. an email b. a text message
c. Facebook d. none of them
(القليوبية 2025) (الجيزة - الهرم 2024) (شرق الزقازيق 2024) (الغردقة 2023)
- 4 tells you if one of your passwords has been stolen online.
a. A password manager b. MFA
c. PIN d. A scam (القاهرة - مصر القديمة 2024)
- 5  Multi-factor authentication (MFA) is
a. using one way of identifying yourself
b. using at least two ways of identifying yourself
c. never identifying yourself d. providing weak passwords
- 6 Passwords are reinforced and strengthened through
a. phishing b. multi-factor authentication
c. deleting programs d. creating an account (أبناؤنا في الخارج 2025)
- 7 If a text message encourages you to act quickly, it is a type of
a. phishing b. smishing c. emails d. both a and b
- 8 The password management software is used to create
a. strong passwords b. weak passwords
c. formulas d. copies (دمياط الجديدة 2024)

Digital Safety and Security Precautions

- 9 Phishing is done by sending
 a. fake emails b. games c. videos d. photos
- 10 The provides at least two ways of identifying yourself.
 a. password b. phishing c. hacker d. MFA (دمياط 2025)
- 11  Phishing is (الإسكندرية - شرق 2025)
 a. spying on calls
 b. sending a text message
 c. making fake phone calls
 d. sending a message via email or social media
- 12 You can identify phishing messages by the presence of
 a. bad grammar b. misspelling
 c. requesting personal data d. all of them (القاهرة - الشروق 2024)
- 13 Asking for too much personal information is a sign of
 a. backup b. security c. safety d. phishing
- 14 You must use passwords for the websites that you use.
 a. short b. different c. expected d. similar
 (الجيزة - العمرانية 2025)
- 15 Multi-factor authentication is providing at least way(s) to identify yourself.
 a. one b. two c. three d. four (الإسماعيلية 2025)

2 Put (✓) or (X):

- 1 Phishing is one of the ways that hackers use to get your password. ()
 (القاهرة - المستقبل 2025) (أسيوط 2025) (الغردقة 2025)
- 2 MFA provides only one way to identify yourself. ()
 (القاهرة - المستقبل 2025)
- 3 Smishing is sending a message via email or social media application that looks real but isn't. ()
 (القليوبية 2025)
- 4 Strong passwords contain letters and numbers only. ()
 (الإسكندرية - المنتزه ثانٍ 2025)
- 5 The password manager provides at least two ways of identifying yourself. ()
 (القاهرة - عين شمس 2024)

- 6 Phishing is sending a text message that looks real but isn't. ()
- 7 Password managers create strong and unique passwords. (الإسكندرية - وسط 2024) ()
- 8 Phishing messages are free from grammar errors. ()
(الإسكندرية - شرق 2024) (الدقهلية - بلقاس 2024) (المنوفية - السادات 2023)
- 9 MFA is an abbreviation for multi-factor authentication. ()
- 10 Use weak passwords to keep your personal identification information safe. (القاهرة - المستقبل 2025) ()
- 11 Password managers cannot warn about stolen passwords. ()
- 12 The antivirus can tell you if one of your passwords has been stolen online. (شرق الزقازيق 2024) ()
- 13 MFA provides at least two ways of identifying yourself. ()
(الإسكندرية - العجمي 2025) (الدقهلية - بلقاس 2024) (دمياط الجديدة 2024) (القاهرة - الزيتون 2024)
- 14 Phishing attacks ask for a lot of personal information. ()
- 15 A password manager software is used to create strong passwords. ()
(الإسكندرية - المنزه ثان 2025) (دمياط 2024) (دمنهور 2024) (الجيزة - العمرانية 2024) (القاهرة - المستقبل 2025)
- 16 A password combined with a phone code is an example of MFA. ()

3 Complete the missing parts using the words between the brackets:

(Phishing – Smishing – Multi-factor authentication – password manager)

- 1 The tells you if one of your passwords has been stolen online. (بور سعيد 2025)
- 2 provides at least two ways of identifying yourself. (الغربية - طنطا 2024) (الجيزة - الدقي 2024)
- 3 is sending a message via email or social media applications that looks real but isn't. (الغربية - طنطا 2025)
- 4 is sending a message via text messages to steal your data. (الجيزة - الشيخ زايد 2024)

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

اختبار شهر نوفمبر



General Exercises

Lesson 6



يمكنك حل التدريب
و تصوبه إلكترونياً



► If you got ● you need to revise the lesson again.

ممتاز ● جيد جداً ● جيد ● غير جيد ●

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. The internet is used to share over the web and is more secure. (الجيزة - أبو نمرس ٢٠٢٤) ()
2. You can add or subtract any data using Microsoft Excel. (الجيزة - ١٦ أكتوبر ٢٠٢٣) ()
3. To sort the information in alphabetical order by Excel, go to the toolbar then click on Data then click on Sort. (الأزهر الشريف - سوهاج - جهينة ٢٠٢٣) ()

2 Choose the correct answer from a, b, c or d.

1. is a program to create graphs. (الجيزة - أبو نمرس ٢٠٢٤)
a. Word b. Excel c. E-mails d. PowerPoint
2. To create a simple formula in a cell, first type the, this tells Excel you are creating a formula. (الجيزة - ١٦ أكتوبر ٢٠٢٣)
a. sign "=" b. sign "x" c. sign "/" d. sign "+"
3. The program is used to perform simple formulas. (الجيزة - كرداسة ٢٠٢٤)
a. Excel b. PowerPoint c. Word d. Paint
4. To add any two numbers in Excel, select the cell and write a mark (الأزهر الشريف - الجيزة - أوسيم ٢٠٢٣)
a. quotation " " b. equals = c. brackets () d. subtract (-)
5. Network used to share information and less secure is (الأزهر الشريف - المنيا ٢٠٢٤)
a. charts b. internet c. intranet d. none of them

2. El Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. is used to sort data alphabetically and organizing data.
a. Excel b. Word c. PowerPoint d. Paint
2. To type a formula in a cell in Excel program, type at the beginning of equation.
a. + b. - c. = d. ?
3. You can share information online through
a. internet b. intranet c. word d. both (a) and (b)
4. is used to share in a closed network and is more secure.
a. Internet b. Intranet c. Paint d. Word
5. When a cell is in column A and the fourth row, the cell is called
a. A4 b. 4A c. A4A d. A5
6. If you want to calculate the sum of values in cells A1 , A2 and A3, we write the formula
a. =A1+A2+3A b. =AAA+123 c. =A1+A2+A3 d. A1 + A2 + A3 =

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. The intranet is used to share over the web and is less secure. ()
2. Rows in Excel are labeled with letters. ()
3. The cell B5 is located in column (5) and row (B). ()
4. The internet is used to share in a closed network and is more secure. ()
5. Columns in Excel are labeled with numbers. ()
6. The intranet is a private network for sharing information. ()
7. The data in Excel program can't be arranged alphabetically. ()
8. The internet is used to share information and is less secure. ()
9. In Excel program the symbol (=) is used at beginning of writing in a cell to refer to calculation process. ()

للتدريب فقط

3 Read and correct words between brackets.

1. (LAN) is used to share over the web and is less secure. (.....)
2. (Rows) in Excel are labeled with letters. (.....)
3. (/) symbol means multiplication in Excel program. (.....)

4 Match each symbol with the correct meaning.

The symbol	The meaning
1. +	☐ subtraction
2. x	☐ division
3. /	☐ multiplication
4. -	☐ addition

5 Answer the following formula.

Suppose cell A1 has a value of 10 and cell B2 has a value of 2

- = A1 + B2
- = A1 / B2
- = A1 - B2
- = A1 * B2
- = A1 + A1
- = B2 + B2

قم بتلوين الدائرة باللون المناسب لمستواك.



General Exercises

Lesson 1



بممكنك حل التدريب
و نصوبه إلكترونيا



► If you got ● you need to revise the lesson again.

فم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) فم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

ممتاز جيد جدا جيد غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Strong passwords contain letters and numbers only. (الخيزرة - كرداسة ٢٠٢٤) ()
2. We don't need a strong password to protect our personal data. (الخيزرة - أبو نمرس ٢٠٢٤) ()
3. You shouldn't sign up to a website that asks for a lot of personal information. (الأزهر الشريف - الخيزرة - الهرم ٢٠٢٤) ()
4. A hybrid backup is a safer way to back up and store files. (المنوفية - سرس الليان ٢٠٢٤) ()
5. An anti-virus helps you keep your personal data safe. (المنيا - سمالوط ٢٠٢٤) ()
6. Anti-virus software is ineffective to protect its owner from the dangers of the internet. (الأزهر الشريف - المنوفية - قويسنا ٢٠٢٤) ()

2 Choose the correct answer from a, b, c or d.

1. use the internet to break into a computer system. (الأزهر الشريف - الأقصر - الأقصر ٢٠٢٤)
a. Students b. Hackers c. Teachers d. Thieves
2. You can keep your files safe from viruses or loss by making
a. back up b. off device
c. personal information d. none of them (الدقهلية - اجا ٢٠٢٤)
3. We can back up our important files using (المنوفية - شبين الكوم ٢٠٢٤)
a. GPS b. external hard drives
c. password d. all of the above
4. Back up copies of files are created on (الأزهر الشريف - الغربية - الغربية ٢٠٢٤)
a. Flash Memory b. external hard disk
c. both a & b d. GPS
5. means make another copy of your work to keep it safe. (القاهرة - السادات ٢٠٢٤)
a. Copyright b. Back up c. Save d. PII

2. El Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. can use someone's email address and password to send a virus to all the email addresses in his email account.
a. Hackers b. Biologists
c. Computer engineers d. Teachers



2., such as your name, address, date of birth, and your passwords, is your personal information.
 - a. PPII
 - b. PII
 - c. IP
 - d. PC
3. The strong password should contain
 - a. letters only
 - b. letters & numbers
 - c. letters, numbers, and special signs
 - d. numbers only
4. To keep your data safe use software.
 - a. anti-virus
 - b. browser
 - c. Word program
 - d. PowerPoint program
5. There are several ways to back up your data such as
 - a. flash memory
 - b. external hard disk
 - c. both a & b
 - d. anti-virus
6. is considered a weak password.
 - a. 12345678
 - b. A123A\$%
 - c. A1A2@5264
 - d. Aw#1^123
7. Hackers can send to all the email addresses.
 - a. software
 - b. virus
 - c. anti-virus
 - d. none of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Limit the personal information you share online from the ways of protecting your personal data online. ()
2. The Flash Memory can be used to back up data like external hard disk. ()
3. Sign up for a website if it asks for too much personal information to protect your personal data online. ()
4. Use anti-virus software on all your devices and update your devices regularly to protect your files. ()
5. Some apps and software programs can back up data automatically. ()
6. The mouse and screen are from the accessories that you can use to save your files securely. ()
7. The hacker tries to take the bank account number of an adult to steal his money. ()

للتدريب فقط

3 Complete the following sentences with the appropriate words in brackets.

(PII - External hard disk drive - Hackers)

1. use the internet to break into a computer system and steal personal information.
2. is of the accessories that you can use to save your files securely.
3. is an abbreviation of Personally Identifiable Information.

قم بتلوين الدائرة باللون المناسب لمستواك.



General Exercises

Lesson 2



► If you got ● you need to revise the lesson again,

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

ممتاز ● جيد جداً ● جيد ● متوسط ● ضعيف ●

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Password management software is used to create strong passwords.

() [الحبيرة - الهمرم ٢٠٢٤]

2. Password managers create a unique password.

() [المنوقية - سبرس اللبان ٢٠٢٣]

3. One type of phishing is receiving a message telling you that you won an award.

() [الزهر الشريف - القاهرة - الزيتون ٢٠٢٤]

2 Choose the correct answer from a, b, c or d.

1. Hackers can get your password by a way.

[الزهر الشريف - الحبيرة - الدقي ٢٠٢٣]

a. updating b. phishing c. planning d. chatting

2. means you provide at least two ways of identifying yourself.

a. MFA b. Password c. E-mail d. PIN [الحبيرة - الدقي ٢٠٢٣]

3. is sending a fake message via e-mail or social media that looks real.

[الصبا - منقلاوط ٢٠٢٤]

a. Virus b. Phishing c. Folder d. Smishing

2. El Moasser Exercises تدريبات كتاب المعاصر

1 Choose the correct answer from a, b, c or d.

1. tell you if one of your passwords has been stolen.

a. Password managers b. MFA
c. PIN d. Scam

2. creates a strong, unique password for each of your accounts.

a. Phishing b. Scam
c. Password manager d. Virus

3. MFA often combines a known factor, such as

a. first name or last name b. username or password
c. password or PIN d. password only

4. is an abbreviation for Personal Identification Number.

a. PEN b. PNI c. PIN d. PNE

5. The phishing message can be identified by

a. correct grammar b. correct spelling
c. spelling errors d. none of them



6. MFA provides at least ways of identifying yourself.
 a. four b. three c. five d. two
7. tells you if the passwords you already have are too weak or if you've reused them.
 a. Password manager b. MFA
 c. PIN d. Virus

2 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Hackers use phishing to steal your password. ()
2. There are only one-way hackers can get your password. ()
3. You need strong passwords to help protect your personal data from hackers. ()
4. A password manager creates a strong, password for each of your accounts. ()
5. MFA is an abbreviation for multi-factor authentication. ()
6. PIN is an abbreviation for personal Identification Number. ()
7. Multi-factor authentication tells you if the passwords you already have are too weak. ()
8. A password manager provides at least two ways of identifying yourself. ()
9. Data-stealing software is installed on the person's computer when you open a link containing phishing. ()

للتدريب فقط

**3 Complete the following sentences with the appropriate words in brackets.
 (Multi-Factor Authentication - password manager - Smishing - phishing)**

1. is sending a message via text messages to steal your data.
2. provides at least two ways of identifying yourself.
3. One of the forms of is the arrival of a message from an unknown person asking you for your data to obtain a prize.
4. A tells you if one of your passwords has been stolen online.

4 Match.

(A)

1. Phishing and smishing
2. Password managers tell you
3. Misspelled words help you

(B)

- ☐ a. if your passwords were stolen.
- ☐ b. are ways hackers use to get your password.
- ☐ c. identify phishing scam.

قم بتلوين الدائرة باللون المناسب لمستواك.



2 November Test

1 Put (✓) in front of the correct sentence and (x) in front of the wrong one.

1. Backing up your data protects your lost and damaged files. ()
2. The password manager creates a strong, unique password of the users' accounts. ()
3. Multi-Factor authentication depends only on one way of authentication. ()
4. Multi-Factor authentication is used to get the password of your account. ()
5. Scareware websites contain fake warnings about downloading something. ()
6. The scam websites have different tricks but they have the same principles. ()
7. If you are a victim for a scam website, you don't have to contact the General Department for combating Internet crimes. ()
8. The protocol determines how the information will be transferred in the URL. ()

2 Choose the correct answer from a, b, c or d.

1. Sorting info into alphabetical order, go to the toolbar and click on
a. Insert b. Design c. Data d. Tools
2. PII, Personally Identifiable Information is considered a
a. password b. favorite meal
c. favorite sport d. favorite book
3. get the passwords of the users on the internet by hacking the data.
a. Users b. Workers
c. Hackers d. Designers
4. The websites contain misspelling and bad grammar.
a. scam b. ideal
c. correct d. famous
5. One way to files is to back up your data.
a. protect b. hack c. delete d. press
6. We can use the to move using the Global positioning system.
a. camera b. hard disk
c. external drive d. mobile phone
7. (www . ekb . com), is the of the parts of Uniform Resource Locator, URL.
a. protocol b. resource name
c. file path d. file format

حمل الآن

مجاناً وحصرياً

المراجعة رقم (3)

اختبار شهر نوفمبر



Lesson (6)

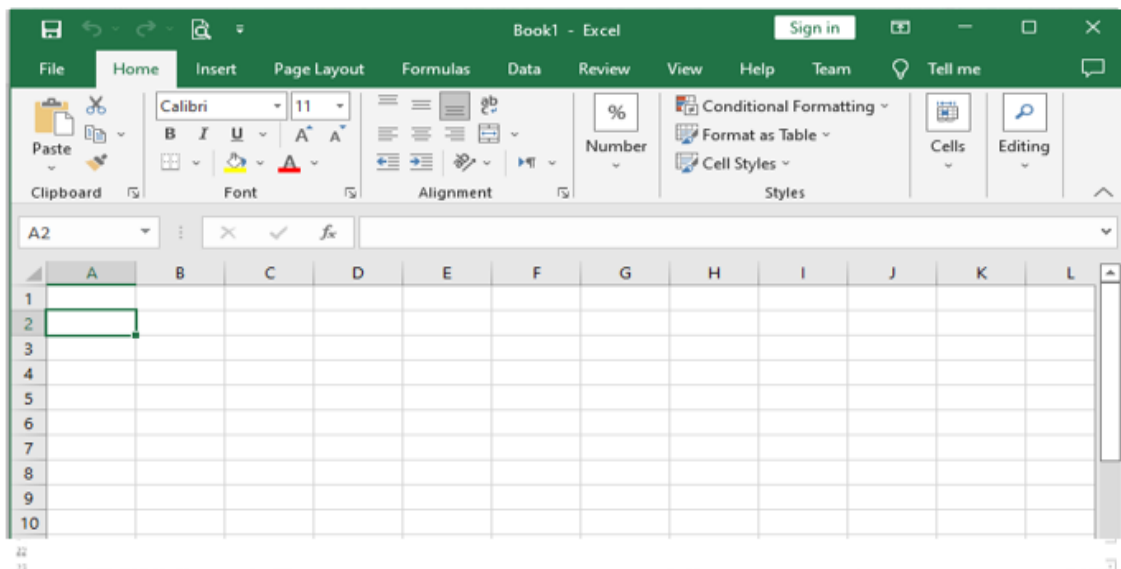
Sharing information

Communicating with ICT tools

When sharing information online, you must decide which information should be shared using an intranet network or the internet.

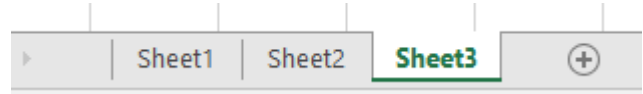
Internet	An intranet
is used to share over the web and is less secure.	is used to share in a closed network and is more secure.

Microsoft Excel



- Microsoft Excel: Program created by Microsoft and it's about worksheets.

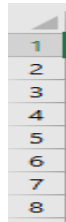
- Sheet is made of [Columns] and [Rows], and the intersection result between them is called [Cells].



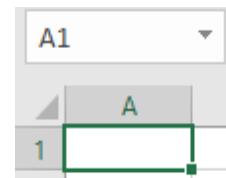
Column title: each column has **title is a letter** of alphabet appears **above** each column.



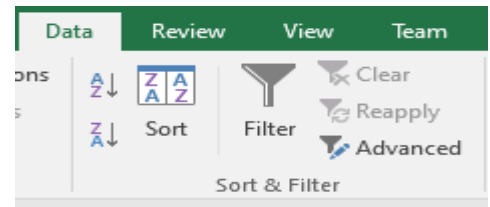
Row title: each row has a **title is a number** appears on the **left** side of row.



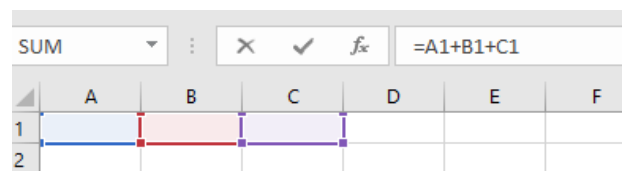
Cell title: each cell has a title, made from the intersection result as **the [column name] and [row number]**.



- **Sorting** info in alphabetical order: Go to the **toolbar** and click on **Data** then click on **Sort**.
- You **can set formulas** in cells to **add (+)**, **subtract (-)**, **multiply (x)**, or **divide (/)**.
- **Click on** the cell you want to set a formula. **Type "="**.
This tells Excel you are creating a formula.
- Decide which cells are in your formula.



Formula example: (= A1+ B1+ C1), this formula will calculate for 'row 1', and ' 3 columns [A, B, C]. Formula example:
(= A1 + B1 + C1).



Homework (6)

Q.1: Put (✓) Or (X):

- 1-To start a formula, you need to type (=) inside the cell. ()
- 2- Excel is used to deal with mathematic operations. ()
- 3- Excel is used to create presentations to display information for people. ()
- 4- PowerPoint contains formulas and functions that help do mathematical operations. ()

Q.2: Complete using words between brackets:

[Internet - Intranet - Sheet - Column title - Row title - Cell - Formula
- Sorting]

1. is a title that is a number on the left side.
2. is a title that is a letter above it.
3. is used to share information using WWW and less secure
4. is the page you can work inside excel file and create data
5. is an intersection result between column and row
6. is used to share information among small area and more secure
7. is a method used to rank items inside sheet

Theme 2

Lesson (1)

Protecting ourselves and our information

❖ **Objectives:** By the end of the lesson, I will be able to:

- Describe the importance of protecting personal information.
- Describe the importance of backing up data.
- Explain ways to protect personal information and data.

Protecting Your Personal Data

Personal information

- Personal information includes your **name, address, date of birth, and passwords.** »
- Personal information is called Personally Identifiable Information (PII).

Hackers can:

- 1- Use the internet to break into a computer system and steal **personal information.**
- 2- Use your **e-mail address and password** to send **a virus** to all the e-mail addresses in your e-mail account.
- 3- use an **adult's bank account number** to take money from that account.



There Are Many Ways You Can Keep **Your (PII) Safe:**

- 1- **Limit the personal information** you share online.
- 2- **Don't sign up** for a website if it asks for too much personal information.
- 3- Use **different strong passwords** that:
 - a. contains **letters**, **numbers**, and **special signs**.
 - b. is **different** for each website you sign up for, because if your password is discovered, a hacker will access everything.
- 4- Use **antivirus software** on all of your devices.
- 5- **Update your devices** regularly, the updates include changes that keep your data safe.

Lost files:

You should also know how to protect the **files** that you create or store on a device from **viruses**, **software problems**, or **human errors**, such as dropping and breaking your laptop.

There Are Several Ways to Back up Your Data:

- 1- You can use some **apps** and **software programs** that back up data automatically.
- 2- You can use **a data-storage device** that you attach to your computer, such as:

a. **Flash memory**



b. **External hard drive**



- This is called **a hybrid backup**, and it is a **safer** way to back up and store files.
- The **hard disk** has **more space** than the **flash memory**, but it may also be used for the **same purpose**.
- **An external hard disk drive** is one of the accessories that you can use to save your files securely, and backup copies of your files that are important and private to you **to prevent the possibility of losing them on your device**.

Homework (1)

Q.1: Choose the correct answer:

- 1) use the internet to break into your computer to steal your information.
a. Programmers b. Hackers c. Thieves
- 2) information includes your name, address, and passwords.
a. Internet b. Public c. Personal
- 3) To keep your data safe, use programs on all your devices.
a. social media b. anti-virus c. browser
- 4) Passwords must be for each website you register on.
a. different b. weak c. similar
- 5) is considered a strong password.
a. Ahmed123 b. abcd895 c. Ac#258#h

Q.2: Put (✓) or (X):

- 1) Hackers can steal your personal information without using the internet. ()
- 2) Hackers can use the bank account number of an adult to take money
from that account. ()
- 3) We must try to limit the personal information we share online. ()
- 4) Hackers can send a virus to all the email addresses in your e-mail. ()
- 5) Websites that ask for too much personal information are safe. ()

Lesson (2)

Password security

❖ **Objectives:** By the end of the lesson, I will be able to:

- Understand the importance of password protection.
- Explain the purpose of a password manager.
- Discuss how to use multifactor authentication to protect your data and accounts.

Reasons to Protect Your Passwords:

➤ There are many ways hackers can get your password. One way is called **phishing**.

Phishing: It is sending a message via **e-mail** or **social media** applications that looks real but isn't.

Types of phishing scam:

- 1) A message which says that you have won a prize, but you have to give your bank account details to get the prize.
- 2) Another encourages you to act quickly.



When an attachment or a file is opened:

Data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information, such as **bank account details**.

Ways of identifying phishing messages:

1. Messages include **misspelled words**, and **grammar errors**.
 2. Messages include **requests for too much personal data**.
- **Smishing** is the same thing, but it is a text message instead of an e-mail.

To protect your personal data from hackers, you need:



1) Password managers

- It creates a strong and unique password for each of your accounts.
- It tells you if the passwords you already have are too weak or if you've reused them.
- It can tell you if one of your passwords has been stolen online.

2- Multi-factor authentication (MFA):

This means you provide at least two ways of identifying yourself, such as:

- 1- **A password** or **PIN** (personal identification number),
- 2- A factor you have, such as an **e-mail** or **a one-time code**.



Example (1): You might enter your password on a game website:

- You receive a text verifying you are signing on to the site, and you won't be able to enter the website unless you complete the two factors.
- This means hackers who access your online passwords through data breaches or phishing attacks can't access your accounts because they don't have the second factor.

Example (2): When you try to log into the game website on a different PC to your usual PC:

- This message asks you to confirm that you are the person who owns the e-mail address that you are logging in as.
- The text message will include **a number code that:**
 - Gives you access to your account.
 - is specified for a short period.
 - is specified for one time only.

Homework (2)

Q.1: Choose the correct answer:

- 1- is sending a fake message via e-mail or social media applications that looks real.
- a. Smashing b. Phishing c. Virus
- 2- When you open scam message attachments, data-stealing software is on your PC.
- a. updated b. deleted c. installed
- 3- Phishing messages can be identified by containing
- a. trusted information
b. spelling errors
c. accurate information

Q.2: Put (✓) or (X):

- 1- Phishing is a way that hackers use to get your password. ()
- 2- Phishing is a text message that looks real, but isn't. ()
- 3- A form of phishing is a message telling you that you have won a prize, but you have to give personal details. ()
- 4- Phishing messages cannot be recognized. ()
- 5- It is not necessary to create strong passwords to protect Your personal data. ()

حمل الآن

مجاناً وحصرياً

المراجعة رقم (4)

اختبار شهر نوفمبر



Question 1: Choose the correct answer

- 1- when creating a formula, use the sign for subtraction
a) + b) – c) =
- 2- Typing In the cell, tell the excel that you are creating a formula
a) + b)– c) =
- 3- if you want to sum the values in column A, B and C from row 4, the formula is
a) C4+b4+a4 b) C4-b4-a4 c) A4+b4+c5
- 4-your devices regularly keep your data safe.
A) Uploading
B) Updating
C) Restarting
- 5- if a website asks you to enter much personal Information, you should
A) enters all your data
B) enters trusted data only
C) avoids using this website
- 6-is considered a strong password.
a) a. Adam123 b.abcd123 c. RT#8gb*1
- 7- Passwords must be..... for each website you register on
a) different
b) weak
c) similar
- 8-is sending a fake message via e-mail or social media applications that look real.
a) phishing
b) Anti-viruses
c) Search engines



9- use the internet to break into your computer to steal your information.

- a) Programmers
- b) Hackers
- c) Thieves

10- Phishing messages can be identified by containing.....

- a) trusted information
- b) spelling errors
- c) accurate information

11- information includes your name, address, and passwords.

- a) Internet
- b) Public
- c) Personal

12- Smishing is the same thing as phishing, but it is sent by.....

- a) e-mails
- b) text messages
- c) social media sites

13- Passwords can be strengthened by

- a) multi-factor authentication
- b) anti-virus software
- c) web browsers

14- You can keep your files from viruses or loss by making

- a) Backup
- b) Off device
- c) Personal information
- d) None of them



15- we can back up our important files using.....

- a) GPS
- b) External hard drives
- c) Password
- d) All of the above

16- means make another copy of your work to keep it safe

- a) Copyrights
- b) Back up
- c) Save
- d) PII

17- Backup copies of files are created on

- a) Flash memory
- b) External hard disk
- c) Both a and b
- d) GPS

18- Hackers can get your password by a way

- a) Updating
- b) Phishing
- c) Planning
- d) Chatting

19- means you provide at least two ways of identifying yourself

- A) MFA
- B) Password
- C) Email
- D) PIN



Question 2: Put true or false

- 1- You must decide to share information using the intranet or internet. ()
- 2- The intranet is used to share information in an open network. ()
- 3- To create a simple formula, we select the cell and then type a (*) sign to let Excel know that we want to create a formula. ()
- 4- The internet is a private network that is restricted to some people. ()
- 5- The rows are labeled with numbers, while the columns are labeled with letters in Excel. ()
- 6- Password managers create a unique password ()
- 7- One type of phishing is receiving a message telling you that you won an award ()
- 8- Strong passwords contain letters and numbers only ()
- 9- We don't need a strong password to protect our personal data ()
- 10- Hybrid backup is a safer way to back up and store files ()
- 11- An antivirus helps you keep your personal data safe ()
- 12- When you are asked for credit card details to pay for shipping online you should provide them ()
- 13- You should not sign up to a website that asks for a lot of personal information ()
- 14- Anti-virus software is ineffective to protect its owner from dangers of the internet ()
- 15- Some apps and software programs can back up data automatically ()
- 16- It is more difficult to hack your account if you have a strong password ()
- 17- Phishing is one of the ways that hackers use to get your password. ()
- 18- Phishing is a text message that looks real, but isn't ()



- 19- We must try to limit the personal information we share online. ()
- 20- Phishing messages cannot be recognized. ()
- 21- Strong passwords must contain letters, numbers, and special signs. ()
- 22- Data-stealing software may ask you to enter your bank account details. ()
- 23- Hackers can send a virus to all the e-mail addresses in your e-mail account. ()
- 24- Websites that ask for too much personal information are safe. ()
- 25- Anti-virus can tell you if one of your passwords has been stolen online. ()
- 26- The flash memory is preferred to store large files than the external hard drive. ()
- 27- Both hard disks and flash memory are used for the same purpose ()
- 28- Phishing means providing at least two ways of identifying yourself. ()

Question 3: Complete the following sentences (Advanced level)

- 1-is sending a message via e-mail or social media applications that looks real but isn't.
- 2-is to provide at least two ways of identifying yourself
- 3-helps you create strong passwords to protect your personal data from hacker



Question 1: Choose the correct answer

- 1- when creating a formula, use the sign for subtraction
a) + b) - c) =
- 2- Typing In the cell, tell the excel that you are creating a formula
a) + b) - c) =
- 3- if you want to sum the values in column A, B and C from row 4, the formula is
a) C4+b4+a4 b) C4-b4-a4 c) A4+b4+c5
- 4-your devices regularly keep your data safe.
A) Uploading
B) Updating
C) Restarting
- 5- if a website asks you to enter much personal Information, you should
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B) enters trusted data only
C) avoids using this website
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a) different
b) weak
c) similar
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b) Anti-viruses
c) Search engines



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- b) Hackers
- c) Thieves

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- b) spelling errors
- c) accurate information

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- a) multi-factor authentication
- b) anti-virus software
- c) web browsers

14- You can keep your files from viruses or loss by making

- a) Backup
- b) Off device
- c) Personal information
- d) None of them



15- we can back up our important files using.....

- a) GPS
- b) External hard drives**
- c) Password
- d) All of the above

16- means make another copy of your work to keep it safe

- a) Copyrights
- b) Back up**
- c) Save
- d) PII

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- c) Both a and b**
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- b) Phishing**
- c) Planning
- d) Chatting

19- means you provide at least two ways of identifying yourself

- A) MFA**
- B) Password
- C) Email
- D) PIN



Question 2: Put true or false

- 1- You must decide to share information using the intranet or internet. (T)
- 2- The intranet is used to share information in an open network. (F)
- 3- To create a simple formula, we select the cell and then type a (*) sign to let Excel know that we want to create a formula. (F)
- 4- The internet is a private network that is restricted to some people. (F)
- 5- The rows are labeled with numbers, while the columns are labeled with letters in Excel. (T)
- 6- Password managers create a unique password (T)
- 7- One type of phishing is receiving a message telling you that you won an award (T)
- 8- Strong passwords contain letters and numbers only (F)
- 9- We don't need a strong password to protect our personal data (F)
- 10- Hybrid backup is a safer way to back up and store files (T)
- 11- An antivirus helps you keep your personal data safe (T)
- 12- When you are asked for credit card details to pay for shipping online you should provide them (F)
- 13- You should not sign up to a website that asks for a lot of personal information (T)
- 14- Anti-virus software is ineffective to protect its owner from dangers of the internet (F)
- 15- Some apps and software programs can back up data automatically (T)
- 16- It is more difficult to hack your account if you have a strong password (T)
- 17- Phishing is one of the ways that hackers use to get your password. (T)
- 18- Phishing is a text message that looks real, but isn't (F)



- 19- We must try to limit the personal information we share online. (T)
- 20- Phishing messages cannot be recognized. (F)
- 21- Strong passwords must contain letters, numbers, and special signs. (T)
- 22- Data-stealing software may ask you to enter your bank account details. (T)
- 23- Hackers can send a virus to all the e-mail addresses in your e-mail account. (T)
- 24- Websites that ask for too much personal information are safe. (F)
- 25- Anti-virus can tell you if one of your passwords has been stolen online. (F)
- 26- The flash memory is preferred to store large files than the external hard drive. (F)
- 27- Both hard disks and flash memory are used for the same purpose (T)
- 28- Phishing means providing at least two ways of identifying yourself. (T)

Question 3: Complete the following sentences (Advanced level)

- 1- ...**Phishing**.....is sending a message via e-mail or social media applications that looks real but isn't.
- 2-**MFA**.....is to provide at least two ways of identifying yourself
- 3-**Password manager**.....helps you create strong passwords to protect your personal data from hacker



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□ **Model 1**

◆ **Put True (✓) or False (x) :**

1. Sharing personal data online increases the risk of being hacked. ()
2. Strong passwords should include letters, numbers, and symbols. ()
3. Phishing emails often come from real, trusted organizations. ()
4. Intranet is used to share information with anyone on the internet. ()
5. Antivirus software helps detect and remove harmful viruses. ()
6. Excel formulas must always start with the equal sign (=). ()
7. MFA requires only a password to log in. ()
8. Fake websites may use spelling mistakes in their web addresses. ()

◆ **Choose the correct answer :**

1. A _____ helps protect your computer from viruses.
a) Calculator b) Antivirus c) Browser d) Wallpaper
2. A strong password should be _____ to guess.
a) Easy b) Weak c) Hard d) Common
3. Phishing tries to steal your _____.
a) Music b) Personal information c) Games d) Files only
4. The Intranet is used to share data with _____.
a) Everyone online b) Trusted people c) Strangers d) Hackers
5. Excel uses the symbol (=) to start a _____.
a) Table b) Chart c) Formula d) Picture
6. MFA adds an extra layer of _____.
a) Speed b) Security c) Memory d) Storage
7. You can share homework safely with your teacher using the _____.
a) Internet b) Intranet c) Wi-Fi d) Printer

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□ Model 2

◆ Put True (✓) or False (x) :

1. Sharing information online should always be done carefully. ()
2. Updating your device helps fix security issues. ()
3. Password managers create weak passwords. ()
4. You can safely post your phone number on a public website. ()
5. Fake websites can trick users into giving money or data. ()
6. Backing up files keeps them safe from loss. ()
7. MFA helps even if someone steals your password. ()
8. A phishing email may contain spelling mistakes. ()

◆ Choose the correct answer :

1. To protect your device, always install _____ software.
a) Antivirus b) Video editing c) Music d) Drawing
2. Fake websites often ask for your _____.
a) Favorite movie b) Bank details c) Color d) Game name
3. A password manager helps you _____ passwords safely.
a) Forget b) Store c) Share d) Delete
4. To add A1 and B1 in Excel, you write _____.
a) =A1+B1 b) =A1*B1 c) =A1/B1 d) =A1-B1
5. Phishing tries to make you click on a _____.
a) Safe photo b) Fake link c) Music note d) Folder
6. MFA sends a temporary _____ to your phone.
a) Picture b) Password c) Code d) File
7. You should report fake sites to a _____.
a) Friend b) Teacher c) Hacker d) Stranger

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□ **Model 3**

◆ **Put True (✓) or False (x) :**

1. You should use the same password for all your accounts. ()
2. MFA adds another step of verification. ()
3. The Intranet is only for sharing with trusted users. ()
4. It's okay to share your school address publicly. ()
5. Fake websites sometimes look real. ()
6. Excel can perform calculations automatically. ()
7. Sharing files in class can be done through the Intranet. ()
8. Phishing messages may pretend to be from real companies. ()

◆ **Choose the correct answer :**

1. The main goal of cybersecurity is to protect _____.
a) Photos b) Data c) Games d) Music
2. Strong passwords should contain _____.
a) Only letters b) Numbers and symbols c) Spaces d) Colors
3. A phishing message might ask you to click a _____.
a) Link b) Folder c) Video d) Document
4. You can safely share school work using the _____.
a) Internet b) Intranet c) Public forum d) Blog
5. MFA means using more than one _____ method.
a) Game b) Verification c) File d) Shortcut
6. To divide A1 by B1 in Excel, write _____.
a) =A1+B1 b) =A1/B1 c) =A1*B1 d) =A1-B1
7. Fake websites often try to _____ your personal data.
a) Protect b) Steal c) Ignore d) Fix

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□ **Model 4**

◆ **Put True (✓) or False (x) :**

1. Using antivirus software helps detect malware. ()
2. Excel is used only for writing text documents. ()
3. It's safe to share photos of your ID online. ()
4. The Intranet connects trusted people within an organization. ()
5. Backing up data prevents total loss of files. ()
6. Fake sites can look like real ones to fool users. ()
7. Sharing general scientific information online is acceptable. ()
8. Phishing messages sometimes contain grammatical mistakes. ()

◆ **Choose the correct answer :**

1. Always check the _____ of a website before logging in.
a) URL b) Color c) Size d) Font
2. Excel can be used to _____ data easily.
a) Lose b) Organize c) Delete d) Forget
3. A password manager helps you _____ complex passwords.
a) Guess b) Remember c) Forget d) Share
4. Sharing private data with strangers is _____.
a) Safe b) Risky c) Fun d) Useful
5. To subtract B1 from A1, write _____.
a) =A1+B1 b) =A1-B1 c) =A1/B1 d) =A1*B1
6. Antivirus software helps prevent _____.
a) Viruses b) Music c) Messages d) Games
7. The Intranet is commonly used at _____.
a) Home b) School c) Mall d) Store

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□ **Model 5**

◆ **Put True (✓) or False (x) :**

1. MFA means logging in with just a password. ()
2. You should never open suspicious links. ()
3. Excel helps in doing calculations. ()
4. The Intranet allows sharing within a safe network. ()
5. Fake websites can steal your money or identity. ()
6. Antivirus software updates automatically. ()
7. It's fine to share your personal phone number online. ()
8. Backing up files protects against data loss. ()

◆ **Choose the correct answer :**

1. Sharing information safely is like giving a _____.
a) Gift b) Warning c) Password d) Virus
2. You can avoid phishing by not clicking on _____.
a) Games b) Unknown links c) Apps d) Photos
3. Excel formulas help in doing _____.
a) Math b) Art c) Stories d) Music
4. Always use _____ passwords for every account.
a) Weak b) Same c) Unique d) Simple
5. MFA sends a code to your _____.
a) Laptop b) Phone c) Game d) File
6. Fake sites often offer _____ prizes.
a) Real b) Free and fake c) Paid d) Hidden
7. The Intranet is a _____ network.
a) Public b) Safe c) Dangerous d) Global

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Answer Key (All Models)

□ Model 1 – Answers		□ Model 2 – Answers	
True / False:	Choose the:	True / False:	Choose the:
1. True	1.b) Antivirus	1. True	1.a) Antivirus
2. True	2.c) Hard	2. True	2.b) Bank details
3. False	3.b) Personal	3. False	3.b) Store
4. False	information	4. False	4.a) =A1+B1
5. True	4.b) Trusted people	5. True	5.b) Fake link
6. True	5.c) Formula	6. True	6.c) Code
7. False	6.b) Security	7. True	7.b) Teacher
8. True	7.b) Intranet	8. True	
□ Model 3 – Answer		□ Model 4 – Answers	
True / False:	Choose the:	True / False:	Choose the:
1. False	1.b) Data	1. True	1.a) URL
2. True	2.b) Numbers and	2. False	2.b) Organize
3. True	symbols	3. False	3.b) Remember
4. False	3.a) Link	4. True	4.b) Risky
5. True	4.b) Intranet	5. True	5.b) =A1-B1
6. True	5.b) Verification	6. True	6.a) Viruses
7. True	6.b) =A1/B1	7. True	7.b) School
8. True	7.b) Steal	8. True	
□ Model 5 – Answers			
True / False:	Choose the:		
1. False	1.a) Gift		
2. True	2.b) Unknown links		
3. True	3.a) Math		
4. True	4.c) Unique		
5. True	5.b) Phone		
6. True	6.b) Free and fake		
7. False	7.b) Safe		
8. True			

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

